

IN A NUTSHELL

How To Do Business With the State

(Costs you nothing)

1. Apply for certification as a **Small Business** or **Disabled Veteran Business (DVBE)**
 - It's easy
 - Applications are on our website, www.dgs.ca.gov/pd, click on *Small Business*
 - Provides for a **5% preference** for small businesses in the competitive bid process
 - Agencies use this database to find suppliers
 - Government Code 14838.5 allows state agencies to spend **up to \$100,000** if they get price quotes from two certified Small Businesses and/or DVBEs and award to either one.
2. Use the **California State Contracts Register**
 - Agencies use this to post their solicitations, RFPs, etc. when they go out to bid
 - A good source for subcontracting opportunities
 - Go to our website, www.dgs.ca.gov/pd click on the *Contracts Register & SOS link*.
3. Sign up with the **Subscription Outreach Service (SOS)**
 - Users get automatic notices of contracts e-mailed (or faxed) to them
 - Sign up on our website, www.dgs.ca.gov/pd click on the *Contracts Register & SOS link*.
4. Sign up for a **State Contracting 101** course
 - Businesses can learn about all the programs mentioned here (and more)
 - It's a great networking opportunity
 - For more info go to www.dgs.ca.gov/pd click on *CAMMI* or call (916) 375-4500
5. Look into becoming a **CMAS** contractor
 - Agencies can buy directly from CMAS contractors
 - No admin fee when they purchase from a Small Business
 - Local government and education use CMAS contractors
 - For more info go to www.dgs.ca.gov/pd click on *CMAS* or call (916) 375-4363
6. **Market** your company to state agencies
 - State agencies have Small Business/DVBE Advocates to contact for marketing; the directory is located on our website, click on *Publications, Small Business/DVBE (OSDC)*
 - DGS/PD maintains the State Contracting Purchasing Officials Directory located on our website, www.dgs.ca.gov/pd, click on *Publications, Small Business/DVBE (OSDC)*
 - Find a list of agencies with purchasing authorization on our website, click on *Delegation*, then List of Current Delegation Holders
 - Use the State Phone Book (California Online Directory), at www.cold.ca.gov
7. Take advantage of the **Governor's Executive Orders D-37-01** and **D-43-01**
 - State agencies are mandated to use 25% Small Business and 3% DVBE in their procurements
 - View the orders on our website at www.dgs.ca.gov/pd, click on *Small Business*
 - Small Business/DVBE Advocates are good contact persons

Questions? Call us at (916) 375-4400 or (800) 559-5529